Adur District Council

Adur Homes Services

Request for Refund of Over-paid Rent

Please complete this form as appropriate and return to Miss Port @ Portland House, 44 Richmond Road, Worthing BN11 1HS. No refund can be made without a written request.

1. Rent Account Number: …….....

2. Property Address:
   …….....

3. Home Telephone Number: …….....

4. Name(s) on
   Tenancy:…….....

5. The refund will be issued to the tenant(s) shown in 4 above. If the refund is to be issued to one person from a joint tenancy or in a different name, please enter the names(s) here:
   …….....

6. Please indicate whether the refund should be credited directly into your Bank account or paid as a cheque (please tick as appropriate):

   (a) Directly into Bank Account: ☐
   Please complete your Bank details:
   Name of Account Holder(s): …….....
   Bank Account Number: …….....
   Sort Code: …….....

   (b) Paid by cheque: ☐
   Please enter the address to which the cheque should be sent:

   …….....

   …….....

7. DECLARATION - <u>to be signed by all tenants of the property</u>.

   I/We hereby declare that the details given above are correct.

   Signature ……..... Date ……...

   Signature ……..... Date ……

NB. Please contact Miss Port if you would like all or part of this credit transferred to another account with outstanding amounts due to the Council.